



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR II, SUPERVISOR

\$5,393 - \$6,506

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the general direction of the Accounting Administrator III, this position will plan, organize, and direct the accounting activities of approximately 25 staff members in the Cashiering, Accounts Receivable, General Ledger, Revolving Fund and Payroll units in the Accounting Services Bureau of the Department of Insurance. Specific duties are as follows:

- Oversee monthly reconciliation of account balance with the State Controller and the department's bank account.
- Oversee the collection of revenues and monitoring of the aging Accounts Receivable, and prepare the year-end financial statements timely and accurately.
- Ensure all revenues are recorded timely and properly to the appropriate accounts.
- Ensure all travel payments are in compliance with all state rules and regulations.
- Ensure all billings for revenues comply with Insurance Code, regulations, court orders, and settlement agreements with insurance companies.
- Recruit, train, mentor, and develop staff.
- Coordinate with budget staff on changes to allotment structure and program cost accounting.

DESIRABLE QUALIFICATIONS:

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to make sound decisions and recommendations.
- Ability to work effectively under stressful situations.
- Ability to manage multiple tasks concurrently and efficiently.
- Good attendance.

WHO MAY APPLY: Applications will be accepted from current State employees at the Accounting Administrator II, Supervisor level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Ellen Uy, Department of Insurance, 300 Capitol Mall, Suite 1400, Sacramento, CA 95814. **Please indicate "Accounting Administrator II, Supervisor #413-192-4542-002" on the State application.** For additional information, please call (916) 492-3381.

FINAL FILING DATE: **May 14, 2007 or Until Filled.**

NOTE: Interested individuals must submit applications in order to be considered for this position.

pb05/02/07

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
